

Graduation Rate Study Training Guide

Updated: February, 2004

Introduction

Overview

This document serves as an overview of the codes used for reporting Graduation Rate Study data, as well as the methodology used in gathering the data.

Background

The Graduation Rate Study is a longitudinal study that includes all public high schools in Arizona which offer a high school diploma. The purpose of the study is to determine the outcome of Arizona high school students. It focuses on the positive aspects of completion: those students that graduate on time (within four years) and those who take an extra year (within five years). Data are collected by cohort (graduating) class at the end of four years, with an update at the end of the fifth year to include students who graduate within five years.

The nature of a longitudinal study requires diligence in tracking students over a period of time. To ensure the accuracy of this study, it is extremely important that each district and/or school tracks and accounts for each student very carefully. To avoid the duplication of student counts, it is essential that students are NOT accounted for more than once in any of the categories outlined in this document. In fact, the total number of students in each category MUST equal the school's cohort (graduating) class membership.

It is important to recognize the differences between the reporting of graduates in the Year End Enrollment Report and the Graduation Rate Study. The Year End Enrollment Report collects the number of graduates by grade in a given school year. The Graduation Rate Study examines the number of graduates for a given cohort year – over the span of five school years. A cohort year is based on a standard four year high school career beginning on a student's first time enrollment in high school or in the ninth grade.

Reporting Requirements

Reports are required from every Arizona public school that has served members of the cohort that is being reported AND offers a high school diploma. Reports must be submitted each year to the Arizona Department of Education, Research and Policy Division.

Graduation Rate Reporting Period

The study covers a five-year period of time.

- H.** The start of each cohort class reporting period is the first day of the school year when a new cohort (graduating) class enters the ninth grade for the first time.

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- I.** The four year graduation outcomes for a cohort class report the disposition of each student at the end of the four years, including the spring commencement. It does NOT include summer graduates after the four year spring commencement.
- J.** The fifth year graduate adjustments report the graduation outcomes for a cohort class starting with the summer graduates through the following spring commencement. It does NOT include students who graduate in the summer after the fifth year spring commencement.

A student who graduates in the summer after completing five years of high school is not counted as a graduate for the Graduation Rate Study.

For example, the Class of 2003's data is reported in these time frames:

- K.** Four year graduation outcomes: Fall 1999 through Spring 2003.
- L.** Fifth year graduate adjustments: Summer 2003 through Spring 2004.

Note: If any members of the Class of 2003 graduate in Summer 2004, they are not reported.

The following table identifies what Graduation Rate data must be submitted to the ADE over the next several years.

Cohort (Graduating) Class Reporting Periods			
Students start 9th Grade For The First Time In The Fall of...	Cohort Class Membership	Report 4 Year Graduation Outcomes In July of...	Report 5 Year Graduation Outcomes In July of...
1997	2001	2001	2002
1998	2002	2002	2003
1999	2003	2003	2004
2000	2004	2004	2005
2001	2005	2005	2006
2002	2006	2006	2007
2003	2007	2007	2008
2004	2008	2008	2009
2005	2009	2009	2010

For each graduating class, you must report the following:

- M.** Graduation outcomes for each cohort class at the end of 4 years. This includes everyone who graduates within 4 years, including those who graduate early.
- N.** Graduation outcomes for each cohort class at the end of 5 years. This includes every student in the cohort class that graduates between the 4 and 5 year spring commencements.

Graduation Rate Form

Overview

The Arizona Department of Education Graduation Rate Study form is used to prepare your Graduation Rate Study data. Once you have completed this form, you are ready to enter your data into the Graduation Rate Study website.

A copy of the form is included at the end of this manual. Or, you can use the Graduation Rate Study Worksheet, a Microsoft Excel worksheet, to collect your data and provide some initial error checking. The worksheet is available from the Research and Policy area of the ADE website:

www.ade.az.gov/researchpolicy/gradrate/

Completing the Form

The Graduation Rate Study form consists of three parts:

- O.** Current cohort class membership
- P.** Current cohort class outcomes
- Q.** Previous cohort class fifth year adjustments
- R.** USDE Completer Survey

Cohort Class Membership

All counts are broken out by ethnicity and gender.

Lines A through E provide information about the cohort class membership. Use the following table to complete each of these lines.

Line	Element	Instructions
A	Original Enrollment	The total number of students in this cohort class (broken out by ethnicity and gender) who were first time ninth graders at this school.
B	Transfers In	The total number of students in this cohort class (broken out by ethnicity and gender) who transferred to this school and joined the cohort class.
C	Transfers Out	The total number of students (broken out by ethnicity and gender) who were members of the cohort class and transferred to another school or educational program leading to a high school diploma before graduating.

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Line	Element	Instructions
D	Deceased	The total number of students (broken out by ethnicity and gender) who were members of the cohort class and died before graduating.
E	Cohort Class Membership	The Grad Rate program calculates the Cohort Class Membership count by adding together line A plus line B minus line C minus line D for each ethnicity and gender.

Cohort Class Outcomes

Line F through Line N defines the outcomes for each member of the cohort class. Each student can have only one outcome. Use the following table to complete each of these lines.

Line	Element	Instructions
F	Graduates	<p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class and met the requirements to graduate from this school.</p> <p>For cohort classes prior to 2006, assign this code to ALL students receive a high school diploma from this school.</p> <p>Starting with cohort class 2006, the student must either:</p> <ul style="list-style-type: none">■ Fulfill a course of study AND receive a passing score on the AIMS test.■ Complete an Individual Education Plan (IEP) AND fulfill the AIMS requirement specified in their IEP.
G	Completers	<p>This outcome cannot be used with students prior to the 2006 cohort year.</p> <p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class who either:</p> <ul style="list-style-type: none">■ Fulfill a course of study but did NOT receive a passing score on the AIMS test.■ Complete an Individual Education Plan (IEP) but did NOT fulfill the AIMS requirement specified in their IEP.

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Line	Element	Instructions
H	Attendees	<p>This outcome cannot be used with students prior to the 2006 cohort year.</p> <p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class and met one of the following requirements:</p> <ul style="list-style-type: none"> ■ DID NOT fulfill a course of study ■ DID NOT fulfill an IEP ■ Turned 22 years of age ■ Attended this school as a twelfth grade exchange student. <p>Attendees have concluded their high school education.</p>
I	Still Enrolled (AIMS)	<p>This outcome cannot be used with students prior to the 2006 cohort year.</p> <p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class and are attending a fifth year of high school because they either:</p> <ul style="list-style-type: none"> ■ DID fulfill a course of study but DID NOT receive a passing score on the AIMS test ■ DID fulfill an Individual Education Plan (IEP) but DID NOT fulfill the AIMS requirements specified in the IEP.
J	Still Enrolled (Course of Study)	<p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class and are attending a fifth year of high school because they either:</p> <ul style="list-style-type: none"> ■ DID NOT fulfill a course of study ■ DID NOT complete an Individual Education Plan (IEP) <p>For cohort classes prior to 2006, assign this code to ALL students who enroll for a fifth year of high school.</p> <p>Starting with the cohort year 2006, the students must meet one of these requirements:</p> <ul style="list-style-type: none"> ■ DID NOT fulfill a course of study but DID receive a passing score on the AIMS test. ■ DID NOT complete an Individual Education Plan (IEP) but fulfilled the AIMS requirement specified in the IEP.

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Line	Element	Instructions
K	Still Enrolled (Met No Requirement)	<p>This outcome cannot be used with students prior to the 2006 cohort year.</p> <p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class and are attending a fifth year of high school because they either:</p> <ul style="list-style-type: none"> ■ DID NOT fulfill a course of study and DID NOT receive a passing score on the AIMS test ■ DID NOT complete an Individual Education Plan (IEP) and DID NOT fulfill the AIMS requirement specified in their IEP.
L	Dropped Out	<p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class and withdrew from this school with the intention of NOT completing graduation requirements.</p> <p>For cohort classes prior to 2006, assign this code to ALL students who leave school without receiving a high school diploma.</p> <p>Starting with the cohort year 2006, students who used to be considered as Dropped Out may be more accurately considered completers and attendees.</p>
M	Status Unknowns	<p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class that withdrew from this school, and whose status is unknown to this school and school district.</p>
N	GED Recipients	<p>The total number of students (broken out by ethnicity and gender) who were members of the cohort class that withdrew from this school, and received a GED certificate.</p>

Fifth Year Adjustments

Lines O through T define new outcomes for students who returned as a fifth year student during the current school year. Use the following table to complete each of these lines.

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Line	Element	Instructions
O	Fifth Year Graduate - Still Enrolled (AIMS)	<p>This outcome cannot be used with students prior to the 2006 cohort year.</p> <p>The total number of students (broken out by ethnicity and gender) who are members of the cohort class that were reported at the end of 4 years as <i>Still Enrolled (AIMS)</i> and since then they have either:</p> <ul style="list-style-type: none"> ■ Received a passing score on the AIMS test ■ Fulfilled the AIMS requirement specified in the IEP <p>These students have graduated from this school.</p>
P	Fifth Year Graduate - Still Enrolled (Course of Study)	<p>The total number of students (broken out by ethnicity and gender) who are members of the cohort class that were reported at the end of 4 years as <i>Still Enrolled (Course of Study)</i>, and have either:</p> <ul style="list-style-type: none"> ■ Completed a course of study ■ Fulfilled an Individual Education Plan (IEP)
Q	Fifth Year Graduate - Still Enrolled (Met No Requirement)	<p>This outcome cannot be used with students prior to the 2006 cohort year.</p> <p>The total number of students (broken out by ethnicity and gender) who are members of the cohort class that were reported at the end of 4 years as <i>Still Enrolled (Met No Requirement)</i>, and they have either:</p> <ul style="list-style-type: none"> ■ Completed a course of study AND received a passing grade on the AIMS test ■ Fulfilled an Individual Education Plan (IEP) and fulfilled the AIMS requirement of the IEP <p>These students have completed all graduation requirements and have graduated from this school.</p>
R	Fifth Year Graduate - Dropped Out	<p>The total number of students (broken out by ethnicity and gender) who are members of the cohort class that were reported at the end of 4 years as <i>Dropped Out</i> but have completed the graduation requirements and they have graduated from this school.</p>

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Line	Element	Instructions
S	Fifth Year Graduate - Status Unknown	<p>The total number of students (broken out by ethnicity and gender) who are members of the cohort class that were reported at the end of 4 years as <i>Status Unknown</i> but have completed the graduation requirements and have graduated from this school.</p>
T	Fifth Year GED Recipients	<p>The total number of students (broken out by ethnicity and gender) who are members of the cohort class that were reported at the end of 4 years in selected statuses, but have received a GED since then.</p> <p>For cohort classes prior to 2006, students may have been assigned to the following statuses at the end of four years:</p> <ul style="list-style-type: none">■ Still Enrolled (Course of Study)■ Dropped Out■ Status Unknown <p>Starting with the cohort year 2006, students may have been assigned to the following statuses at the end of four years:</p> <ul style="list-style-type: none">■ Still Enrolled (AIMS)■ Still Enrolled (Course of Study)■ Still Enrolled (Met No Requirement)■ Dropped Out■ Status Unknown

Submitting the Graduation Rate Study Online

The Grad Rate Study is submitted outside of a school's SAIS submissions. The application is available online at www.ade.az.gov. Click on the Common Logon and then the Graduation Rate Study link. Data are entered into the grid by code, gender and ethnic group. Note: The charter holder or sponsoring district must submit the report—schools sites are not given read/write permissions to this application. To request permissions to the Graduation Rate Study application, please call the ADE Support Center at (602) 542-7378.

Arizona Department of Education Home Page - Microsoft Internet Explorer

Address: <http://www.ade.az.gov/>

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Home :: Calendar of Events :: SAIS :: Common Logon

HOT TOPICS

- Superintendent Tom Horne's State of Education Speech
- Tom Horne Reports Online Education Newsletters
- Science Standard Articulated by Grade Level Review
- Superintendent Tom Horne's Discipline Initiative
- Solutions Teams
- 2003-2004 Academic Contest Funds
- Testing
- 2004-2005 Robert C. Byrd Honors Scholarship Funds
- CALENDAR OF EVENTS

NEWS & ARTICLES

- 1-30-2004: Horne to Release Federally Required Data for District-Level Adequate Yearly Progress (AYP)
- 1-23-2004: Horne Announces Sodas Are Out and Juice is in For 8 Schools Participating in a School Health Model for Fall Semester 2004
- 1-8-2004: Arizona School's Chief Tom Horne to Present \$25,000 Surprise Award to an Outstanding Teacher
- 1-5-2004: Better Schools, Better Teachers, Better Curriculum View Speech
- 12-31-2003: Superintendent Tom Horne to Deliver 2004 State of Education Speech

Archived Items

Resource Center....

- Information for Parents & Families
- Information for Students
- Information for Teachers, Administrators & Paraprofessionals
- Legislative & Legal Resources

Common Logon

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COMMON LOGON

The gateway to secure data transactions and information

Username:

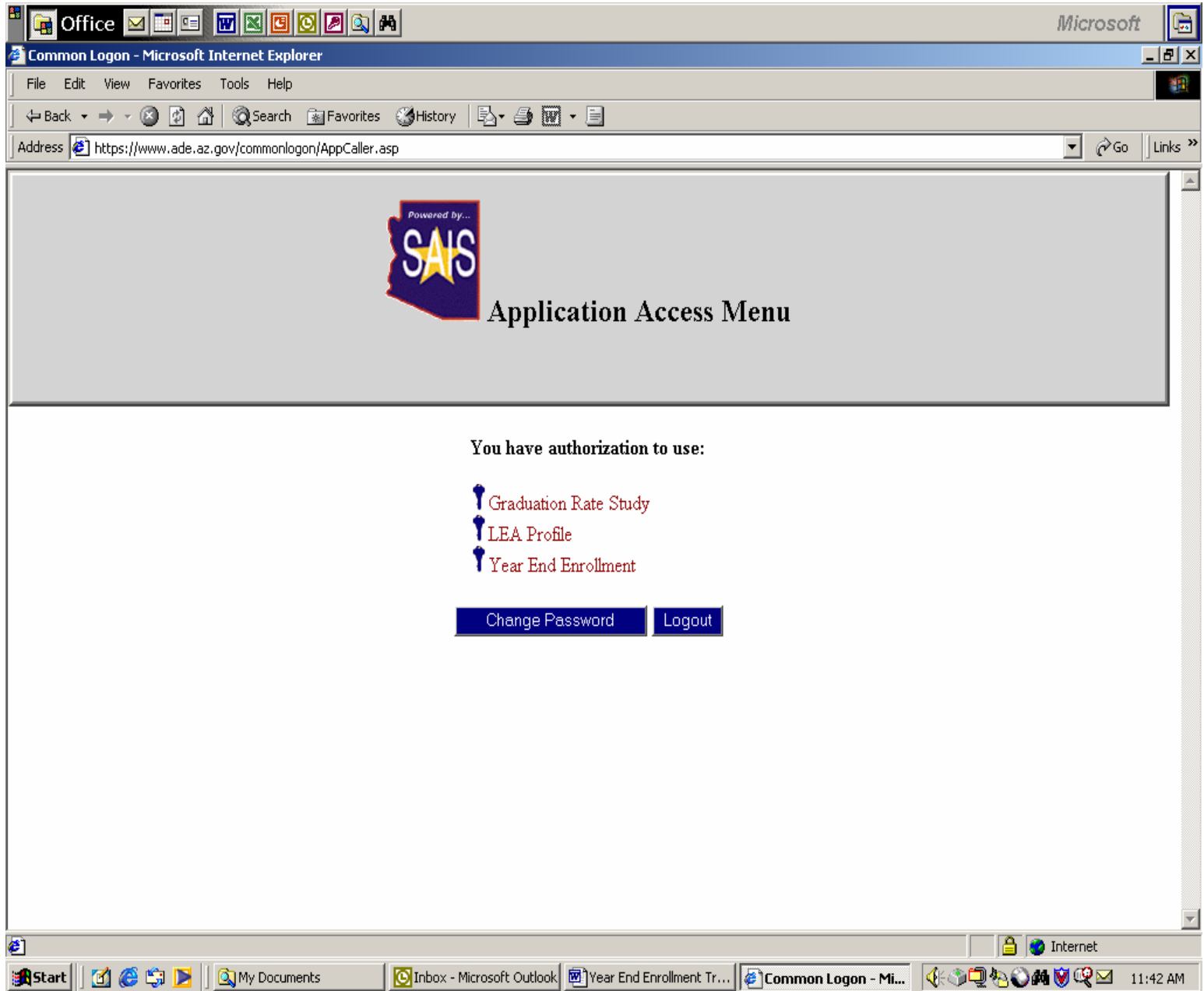
Password:

- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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Graduation Rate Study: School List Yuma Union High School District (140570000)

[Code Description](#) [User Manual](#) [Glossary](#) [Common Logon Menu](#) [Logout](#) [Feedback or Questions](#)

[Return to Administration screen](#)

Upload a file for cohort year View file upload log for cohort year

The following school(s) are **required** to submit graduation rate study based on your permissions.
To make changes to this school list (add or remove years or schools), use the 'Add or Remove a School' link to e-mail a request.

Data Submission Status						Add or Remove A School
		Cohort Year	4 Year	5 Year	USDE Survey	Activity Log
14-05-70-203	Cibola High School	2002	No Data	Not Yet Due	No Data	View Activity Log
		2001	Complete	Complete	Complete	View Activity Log
	4/5 Yr Past Due	2000	Complete	No Data	Complete	View Activity Log
14-05-70-202	Kofa High School	2002	No Data	Not Yet Due	No Data	View Activity Log
		2001	Complete	Complete	Complete	View Activity Log
		2000	Complete	Complete	Complete	View Activity Log
14-05-70-204	Vista Alternative School	2001	Complete	Complete	Complete	View Activity Log
14-05-70-201	Yuma High School	2002	No Data	Not Yet Due	No Data	View Activity Log
		2001	Complete	Complete	Complete	View Activity Log
	4/5 Yr Past Due	2000	Complete	Invalid	Complete	View Activity Log

To access the 5 year portion for a particular Cohort Class, click on the status in the 4 year column, review and/or edit the 4 year data and then submit it, and the 5 year portion will be displayed where it can be reviewed, edited and submitted.
In order for a cohort year to be considered done, all three sections must have the status of 'Complete'.

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Graduation Rate Study: Data Entry
Yuma Union High School District (140570000)

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Cibola High School
Return To School List

This data is due by 7/9/2003.
 You are viewing counts for: Class Cohort 2002 - Four Year

Enter Counts In Cells	White (Not Hispanic) (W)		Black or African-American (Not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
+ A. Original Enrollment	0	0	0	0	0	0	0	0	0	0	0	0
+ B. Transfer In	0	0	0	0	0	0	0	0	0	0	0	0
- C. Transfer Out	0	0	0	0	0	0	0	0	0	0	0	0
- D. Deceased	0	0	0	0	0	0	0	0	0	0	0	0
= E. Class Cohort Membership	0	0	0	0	0	0	0	0	0	0	0	0
F. Graduates	0	0	0	0	0	0	0	0	0	0	0	0
Grad Rate (%)	-	-	-	-	-	-	-	-	-	-	-	-
J. Still Enrolled (C of S R)	0	0	0	0	0	0	0	0	0	0	0	0
L. Dropouts	0	0	0	0	0	0	0	0	0	0	0	0
M. Status Unknowns	0	0	0	0	0	0	0	0	0	0	0	0
N. GED Recipients	0	0	0	0	0	0	0	0	0	0	0	0

Submit

This data is about the outcomes of students in the Cohort Class of 2002 at the end of their fourth year, ie the spring commencement of 2002. Students belonging to the

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Graduation Rate Study: Data Entry

Tempe Union High School District (070513000)

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Compadre High School

Return To School List

This data is not due yet.

You are viewing counts for:Class Cohort 2002 - Five Year

Enter Counts In Cells	White (Not Hispanic) (W)		Black or African-American (Not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
P. Fifth Year Graduate - Still Enrolled (C of S R)	0	0	0	0	0	0	0	0	0	0	0	0
R. Fifth Year Graduate - Dropped Out	0	0	0	0	0	0	0	0	0	0	0	0
S. Fifth Year Graduate - Status Unknown	0	0	0	0	0	0	0	0	0	0	0	0
T. Fifth Year GED Recipient	0	0	0	0	0	0	0	0	0	0	0	0

Next

This data is about students in the Cohort Class of 2002 who graduate or receive a GED by the end of their fifth year, ie the spring commencement of 2003. Students belonging to the Cohort Class of 2002 were first-time ninth graders in the fall of 1998. For more information, be sure to download and read the Code Description manual from the link at the top of the page.

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Graduation Rate Study: Data Summary Grid Safford Unified District (050201000)

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Safford High School [Return To School List](#)

You are viewing data for code selection: Graduate Rate Summary 2001

Graduation Rate Study Summary	White (Not Hispanic) (W)		Black or African-American (Not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
E. Class Cohort Membership	70	55	1	0	37	37	0	0	0	2	108	94
F. Fourth Year Graduates	52	42	1	0	28	29	0	0	0	2	81	73
Four Year Grad Rate (%)	74.29	76.36	100	-	75.68	78.38	-	-	-	100	75%	77.66%
Fifth Year Graduates	0	0	0	0	0	0	0	0	0	0	0	0
Five Year Grad Rate (%)	74.29	76.36	100	-	75.68	78.38	-	-	-	100	75%	77.66%

Summary

Total Class Membership	202
Four Year Graduates	154
Four Year Grad Rate	76.24%
Fifth Year Graduates	0
Five Year Grad Rate	76.24%

You have successfully completed the Four and Five year portions of the Graduation Rate Study for [Safford High School](#) for the Cohort class of 2001. Above, your Four Year and Five Year graduation rates have been calculated. Your Five Year graduation rate will be used as part of your Achievement Profile.

Print this for your records

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USDE Completer Survey

The final form lines collect information about the number of students who graduated or completed their high school education over the course of the current school year, regardless of their age, grade or cohort class affiliation. Use the following table to complete each of these lines. It is important, for the federal reporting requirement, that the year in which you are reporting graduates spans from the first day of the fall semester through the subsequent summer the next fiscal year.

Line	Element	Instructions
W	Regular Diploma Recipients	<p>The total number of students (broken out by ethnicity and gender) who met the requirements for graduation from high school and received a regular or honors diploma during this reporting period regardless of their cohort class membership.</p> <hr/> <p>The reporting period runs from the first day of the fall semester through the following summer. For 2004, the reporting period includes graduates in the summer after the spring commencement.</p> <hr/>
X	Other Completers	<p>The total number of students (broken out by ethnicity and gender) who received an exiting credential for high school attendance or completion of a secondary program but did not complete all requirements for a regular high school diploma during this reporting period regardless of their cohort class membership.</p> <hr/> <p>The reporting period runs from the first day of the fall semester through the following summer. For 2004, the reporting period includes completers in the summer after the spring commencement.</p> <hr/>
Y	Total Graduates and Completers	<p>The Grad Rate program calculates the Total Graduates and Completers during this reporting period by adding together the Regular Diploma Recipients and Other Completers for each ethnicity and gender.</p> <hr/> <p>If you submit your graduation data online, the Graduation Rate Study website calculates this line for you.</p> <hr/>

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Graduation Rate Study: School List Yuma Union High School District (140570000)

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Upload a file for cohort year View file upload log for cohort year

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Data Submission Status						Add or Remove A School
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		2001	Complete	Complete	Complete	View Activity Log
	4/5 Yr Past Due	2000	Complete	No Data	Complete	View Activity Log
14-05-70-202	Kofa High School	Cohort Year	4 Year	5 Year	USDE Survey	Activity Log
		2002	No Data	Not Yet Due	No Data	View Activity Log
		2001	Complete	Complete	Complete	View Activity Log
		2000	Complete	Complete	Complete	View Activity Log
14-05-70-204	Vista Alternative School	Cohort Year	4 Year	5 Year	USDE Survey	Activity Log
		2001	Complete	Complete	Complete	View Activity Log
14-05-70-201	Yuma High School	Cohort Year	4 Year	5 Year	USDE Survey	Activity Log
		2002	No Data	Not Yet Due	No Data	View Activity Log
		2001	Complete	Complete	Complete	View Activity Log
	4/5 Yr Past Due	2000	Complete	Invalid	Complete	View Activity Log

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Graduation Rate Study: Data Entry Safford Unified District (050201000)

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This data is due by 11/15/2002.

You are viewing counts for: USDE Completer Survey 2002

Enter Counts In Cells	White (Not Hispanic) (W)		Black or African-American (Not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
+ W. Diploma Recipients	0	0	0	0	0	0	0	0	0	0	0	0
+ X. Other Completers	0	0	0	0	0	0	0	0	0	0	0	0
= Y. Total Graduates & Completers	0	0	0	0	0	0	0	0	0	0	0	0

[Submit](#)

This data is a count of any graduate or completer during the school year of 2002 regardless of Cohort Class membership. For more information, be sure to download and read the Code Description manual from the link at the top of the page.

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